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History

OP MEMORANDUM NO. 20-60-38

4 December 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Recall of Material Stored at the Agency Records Center

RESCISSION: OPM 20-60-24, dtd 12 March 81

1. This memorandum summarizes Office of Personnel (OP) policy and procedures which must be followed by those OP components that request personnel material stored at the Agency Records Center.

2. Requests for information stored at the Agency Records Center fall into two categories:

a. Priority Requests

(1) When material is needed on a priority basis, only those employees whose names have been submitted to the Records Administration Officer (OP/RAO) by OP components are authorized to telephone the Records Center and request records.

(2) The OP/RAO may request OP records from the Agency Records Center for all OP components at the request of the custodian of the records. The custodian, however, must provide the OP/RAO with the job number, box number, folder number, and the title of the desired folder.

b. Routine Requests

(1) When material is desired on a loan basis, it can be requested from the Agency Records Center by using a Delta Data terminal. Contact the OP/RAO for instructions on how to access and use the database.

(2) If access to a terminal is not readily available, a Form 490K, Archives and Records Center Service Request, should be completed and forwarded to the Agency Records Center.

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(3) Requests for material being recalled on a permanent basis must be forwarded to the OP/RAO for processing.

3. Documents may not be altered, removed or destroyed from folders obtained on a loan basis without notifying the OP/RAO so that the proper notation can be made on the shelf list.

4. Questions regarding the recall of records from the Agency Records Center should be directed to the OP/RAO on extension [redacted]

[redacted]
Robert W. Magee
Director of Personnel

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